

Hillshott Infant School and Nursery

School Business Manager Person Specification – Grade M1

Requirement	Essential	Desirable
Qualifications/ Training:	<ul style="list-style-type: none"> • Minimum GCSE / Level 2 qualifications in Mathematics and English • Relevant practical experience as a Business Manager in schools or another setting • Commitment to ongoing training and professional development 	<ul style="list-style-type: none"> • A Level 4 / 5 SBM Diploma or willingness to work towards • A degree – ideally in accountancy, business management or a related discipline • Safer Recruitment accreditation
Experience:	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Experience managing budgets • Experience managing teams and individuals • Experience managing Human Resource functions • Experience contributing to staff development 	<ul style="list-style-type: none"> • Previous use of Arbor / SIMS MIS System • Previous use of Arbor Finance / Access budgeting software • Previous use of SAP / SEAM • Experience in managing procurement, fixed assets, external contractors, suppliers etc. • Experience leading on Health & Safety (H&S) • Experience leading in Data Protection and GDPR
Knowledge & Skills:	<ul style="list-style-type: none"> • Expert knowledge of financial management • Excellent attention to detail • Excellent numeracy / literacy and ICT skills • Ability to interpret advice / statute and devise policy and practice accordingly • Able to deliver value for money initiatives • Effective communication and interpersonal skills • Ability to persuade, motivate, negotiate and influence • Ability to build effective working relationships with staff and other stakeholders 	<ul style="list-style-type: none"> • Child Protection Level 1 • First Aid • Epipen / Asthma pump • DfE Attendance Guidance
Values & Personal Qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times and the importance of GDPR • Ability to deal sensitively with people and resolve conflicts • Committed to safeguarding, child protection and equal opportunities for all • Ability to delegate tasks and monitor practice, ensuring they are carried out within set standards • Excellent organisational skills • Sense of humour and willingness to support and adapt to the needs of the team whilst remaining positive and calm • Smart professional appearance 	

